

PM 09-02

(Revised 8/25/08)

President Mildred García

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
POLICY FOR STUDENT EMPLOYMENT
[Supersedes PM 81-20, Dated 9/23/81]**

I. STUDENT PERSONNEL BOARD

Introduction

The policies and operating procedures for the employment of students are established by the Student Personnel Board with the approval of the Vice President, Administration & Finance.

A. Composition of the Board

Members of the Board are:

1. Payroll Manager serves as Chair
2. Division Fiscal Officer, Student Affairs serves as Co-Chair
3. Director, Financial Aid
4. AVP, Human Resources Management
5. Director of Student Development
6. Dean, Library
7. AVP, Administration & Finance
8. One faculty representative recommended by Academic Senate
9. One representative from the student body
10. One instructional dean
11. Academic Ombudsperson

All members of the Board may choose to designate a specific person as their representative.

Organization, Function and Responsibilities of the Board

B. Organization

1. The Chair will convene the first meeting in September.
2. The Co-Chair shall take minutes at all Board meetings.
3. The Chair shall provide the Vice President, Administration & Finance with copies of the minutes and forward any recommendations for changes in the existing policy. Other VPs will be sent copies.

C. Functions and Responsibilities

1. To periodically review and revise, as deemed necessary, the policies and operating procedures; including Student Employee Handbook and Student Manager's Guide.
2. To review the Student Salary Schedule immediately following a Salary Range Adjustment or at other times, as deemed necessary, to keep commensurate with duties performed and in line with salary schedules of comparable institutions of higher education, but within the established salary range approved by the CSU Trustees.

Since Salary Range Adjustments are normally retroactive, the SPB should make every effort to review, recommend and secure approval of salary schedule adjustments before the next payroll cut-off date (thus avoiding

unnecessary duplication of payroll reporting and increased workload for payroll and departments).

3. To issue interpretative statements of policies or operating procedures when such clarification is necessary.
4. To act as an appeals board in the following cases:
 - a. Violation of student personnel policies.
 - b. Termination which the student feels is unfair.

II. DEFINITION AND PURPOSE OF STUDENT CLASSIFICATIONS

- A. The classifications for student (Class Code 1870) and Work-Study student (Class Code 1871) are established for positions filled by undergraduate and graduate students enrolled or accepted for admission. These classifications are used to assist the staff and faculty in work that may be performed in any of the various offices or departments of CSUDH and its auxiliary organizations (when such student employees are paid by State of California pay warrants).
- B. Student class codes were designed for people who are students at California State University, Dominguez Hills and also work for California State University, Dominguez Hills part-time. This is in contrast to persons who are full-time employee.
- C. The student classification code is intended to provide a way for students to work part-time while they are in school, partially to enable them to gain valuable experience related to their educational goals and partially to assist them with financial support during the period when they are in school. A student is not hired to fill or replace staff positions, but instead to assist an office or department with the daily duties.
- D. These policies apply (except as noted) to all students employed on campus.

III. ELIGIBILITY FOR EMPLOYMENT

- A. To be eligible for employment, students must be accepted for admission and currently enrolled.
- B. Students may continue to work during the summer or other periods when classes are not in session if they were enrolled the previous semester and are a continuing student.
- C. Foreign students holding F1 visas may work as students in classification code 1868 provided they are enrolled full-time (12 units) and maintain good academic standing. Certification by the Foreign Student Advisor will need to be on the Student Application for Employment/Hiring Form to verify enrollment and academic standing.
- D. Eligibility for employment as a Work-Study student (Class Code 1871) is Federal Work Study established by the Office of Financial Aid. A student securing such employment must present to the hiring supervisor a valid "Federal Work Study Acceptance Letter" before they may be employed. Work study students are subject to Federal Work Study guidelines which take precedence over any policy statements contained in this document.

Approved: Mary Ann Rodriguez

Date